



City of Kent

General Business License Information

INFORMATION

1. City of Kent Ordinance #3035 states, *"It is unlawful for any person to conduct, operate, engage in or practice any business in the City of Kent without having first obtained a general business license for the current calendar year or unexpired portion of the calendar year, and paying the applicable fee."* This applies to all commercial businesses, as well as independent contractors, apartment complexes, mobile home parks and rental housing units of three or more units. The operation of two or more businesses at one location will require separate licenses. ***The penalty for operating without a valid City license is \$500.00.*** Persons under the age of 18 years are not required to have a business license.

All commercial businesses are required to obtain a Washington State Tax Registration (UBI) number, before applying for the City of Kent's business license. **The Department of Revenue's local office is located at 20819 - 72nd Ave. S., #680 in Kent (Centerpoint Corp. Park), and may be called at 253-437-3440.**

Businesses operated not for profit are exempt from paying a business license fee upon application and submittal of a copy of the business' Internal Revenue's nonprofit determination, 501(c)(3), or the Secretary of State's certificate of Non-Profit status. However, an informational license will be required for each location.

2. **Zoning/Permits:** Please check with the Planning Services Division on zoning and sign information, and the Building Services Division on building permits and tenant improvements. The City's Planning Services is located on the first floor in the Centennial Building, 400 W. Gowe St. (One building east of City Hall on Gowe St.) Planning Services telephone number is **(253) 856-5454**.
3. **Ownership Change:** Licenses are not transferable. A new license is required upon change of ownership, and/or when the primary business being conducted has significantly changed.
4. **License Posting:** Business Licenses are to be displayed in a conspicuous location on the premises by the licensee. A separate business license is required for each branch, establishment or location at which business related activity is conducted. An informational license may be allowed for those businesses who use another location for warehousing purposes only. Where offices are not available to display the license, property/business owners or property managers may retain the physical license in their files.
5. **Relocation:** When a business relocates to another location **within** the City limits, an updated application must be completed indicating the new information. The business license number remains the same, and there is no charge for this service. An updated license will be issued for the new location.
6. **Health Inspections:** Issuance of business licenses to restaurants, espresso carts, wholesale food manufacturers, meat processors and hot tub establishments are contingent upon receipt of satisfactory King County Health Department inspections. Call **(206) 296-4708** to schedule inspections.
7. **Initial Fire Department Inspections:** The fee for initial Fire Department inspections for new businesses shall be **\$54.00** per application. This does not apply if you are an independent contractor, or have rental property where there are 3 or more units.
8. **Fees:** Commercial business licenses are \$154.00 (includes initial Fire Department Inspection) for the first year. Independent Contractor and Multiple Dwelling (3 or more units) licenses are \$100.00 for the first year. If you open after July 1st, refer to the Business License Application for fees. Full payment is required at the time of license submittal.
9. **Renewals:** Invoices are mailed in December and payments of \$100.00 are due by January 31st. Late fees for delinquent renewals are \$50.00 plus the applicable renewal fee. Licenses expire December 31st of each year.
10. **Issuance:** Licenses are generally issued weekly. Incomplete applications will be returned.
11. **Public Record:** A disclaimer stating the information disclosed on the City of Kent Business License application is considered to be a public record, pursuant to State of Washington RCW 42.17.260.